

Development Services
Department

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ADMINISTRATIVE DESIGN REVIEW RESIDENTIAL STANDARD PLAN TRANSFER AND ADDITION

APPLICATION & PROCESS GUIDE

TOWN OF GILBERT PLANNING SERVICES DIVISION

http://www.gilbertaz.gov/departments/development-services/planning-development

APPLICATION PROCEDURES ADMINISTRATIVE DESIGN REVIEW RESIDENTIAL STANDARD PLAN TRANSFER/ADDITION

The following information is provided to assist in the preparation and submittal of an application for an Administrative Design Review for a residential standard plan transfer or a standard plan addition. Only two standard plan additions may be processed administratively. More than one plan will require approval by the Design Review Board.

1. *Application Completeness* – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications <u>will be</u> rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.

2. Forms/Review:

- a. <u>Administrative Completeness Review (see Planning Division Project Review Timelines)</u>: Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
- b. <u>Substantive Review</u> (see <u>Planning Division Project Review Timelines</u>): When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town. All required documents must be resubmitted regardless of whether that particular page or document was revised.
- c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.
- 3. *Notice of Decision* The Planning Manager will approve, approve with modifications and/or conditions, or deny the application and will set forth any proposed findings and decision on a Notice of Administrative Decision. The Planning Manager may refer any application for administrative design review to the Design Review Board for action.
- 4. *Building Permits* Only after the project has received all approvals through the Town processes can construction documents be submitted for review. All construction documents for a project must conform to the exhibits approved by the Planning Manager, including any conditions of approval. Permits may not be issued until the ten day appeal period has expired.
- 5. *Inactive Cases* All applications are required by the Land Development Code to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Manager may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

Project Data Sheet Residential Standard Plans

Applicable Zoning Ordinance Numbers(s):										
Applicable Front	t Setback	Stagger I	Require	ments:						
Final Plat Status	:									_
List easements a	djacent to	lots:								
Does the Final Pl ☐ YES (If yes,)	please atta	ch plat lai	nguage)	•	□ N	10	o, or exclu	ıded	from	encroaching?
Please specify eas	sements ar	ia encroa	cnmeni							
Zoning Classifica		Lot Areas Minimum Lot Area (sq. ft.):					M	Minimum Lot Dimensions:		
Zoming Crassification.			winimum Lot Area (sq. 1t.).					147		in Lot Dimensions.
	D	aguira	1 D:1	ding S	oth	o olza	& Covo	ro a		
		Required Building Setbacks & Coverage Minimum Building Increased Building Setback Setbacks Requirements								
Zoning Classification:	Front	Side	Rear	Fro	ont	Side	Rea	r		mum Lot Coverage/ e story/Two story
								+		
							<u> </u>			
			Stan	dard I	Plan	Deta	ils			
Plan #	Square Ft.		W	Width I			ength		Height	



ADMINISTRATIVE DESIGN REVIEW RESIDENTIAL STANDARD PLANS TRANSFER/ADDITION APPLICATION

ARIZ	ONA					Received By:		
Project Name:						_		
(Submit Project Na	me Change	ge form and fee for nan	ne change.)					
Approved File N	umber:							
Address or Locat	tion: _							
Request:		Standard Plan Tran	nsfer		Standard	Plan Addition		
Tax Parcel Num	bers: _							
General Plan Character Area: (if applicable)		Santan Gateway Heritage District Morrison Ranch	Zoning: Density: Net Acres: No. of Standard Total No. of Lot					
Overlay Zoning	District:	☐ Santan Fro	reeway Corridor		noenix Me ertical	sa Gateway Airport		
Property Owner	: (Please	e print – all informa	ation must be pro	vided)				
Name (print):Address:				:				
City, Zip:								
Phone:			Fax:					
Signature*: * A letter of authori	ization fro	om the property owner	Date:	plication i	s not signed	d by the owner.		
Applicant/Conta	ct: (Plea	ase print – all infor	mation must be p	rovided)	1	·		
Company: Contact Name: Address:			E-mail:	:				
City, Zip:Phone:			Fax:					
Signature:			Date:					
		FOR S	STAFF USE ONLY	r				
Submittal Date			Case Nu	Case Number				
Fee Paid			EDEN P	EDEN Permit Number				
Pagaint Number	EDEN D	EDEN Parmit Type PADR						

Received By: Date:

Administrative Design Review Residential Standard Plan Addition/ Transfer Checklist

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
PDF copy on disk of ALL required items on checklist with images formatted no larger than 11" x 17", saved in a single layer with no write protection		
Submit hard copy of ALL required items below:		
Application		
Fee (see Planning fee schedule)	Ш	
Final Plat Application (a copy of the stamped received final plat application)		
Completed Project Data Sheet		
Project Narrative (Standard Plan Transfer only)		
Lot fit analysis (8.5" x 11")	Ш	
Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project)		
Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers)		
Final Plat Submitted for Review:	_	
• 1 copy – (11" x 17") laser print copy to scale		
Typical Plot Plans:		_
• 1 copy – (11" x 17") laser print copy to scale for each standard plan		
Floor Plans:		
• 1 copy – (11" x 17") laser print copy to scale for each standard plan		
Elevations:		
• 1 copy – (11" x 17") COLOR copy to scale		
Admin Design Review Standard Plans Application Updated 2/2014		Page 5 of 11

Materials/Color Board:

A RESOLUTION OF THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, ADOPTING RESIDENTIAL STANDARD PLANS TRANSFER POLICY:

WHEREAS, the Gilbert Design Review Board is responsible in the evaluation of all aspects of a proposed development pertaining to: site planning, the relationship of the project to the surrounding community, building design, landscaping and signage.

WHEREAS, the Town recognizes that a desirable and distinctive community character, founded on the principles of sound site planning and architecture, is a prime factor for a strong built environment and preservation of property values.

WHEREAS, the Town recognizes the desire of the homebuilding industry to utilize the building elevations and floor plans for standard plans for projects other than the originally approved project.

BE IT RESOLVED BY THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, that the policy to transfer residential standard plans is established as set forth in exhibit 1 attached hereto and incorporated by this reference.

PASSED AND ADOPTE Maricopa County, Arizona, this _	D by the Design Review Board of the Town of Gilbert day of October, 2001.
	(Signed copy on file)
	Darrell Truitt, Design Review Board Chairman
ATTEST:	
Jerry H. Swanson, Planning Direct	ctor
APPROVED AS TO FORM:	
Martinez & Curtis, P.C. Town Attorneys	
By Kelly Schwab	

EXHIBIT 2: Residential Standard Plans Transfer Policy adopted by resolution of the Design Review Board on October 11, 2001.

The intent of the Standard Plans Transfer policy is to provide an effective, customer friendly administrative review process to allow for the use of approved standard plans in a different subdivision. Concerns regarding sameness in the community and new design requirements over time are addressed by establishing minimum criteria. Minimum criteria for administrative review, submittal requirements, and process are outlined below.

Minimum criteria for consideration of administrative review of Standard Plans:

- 1. Standard Plans must have received approval by the Design Review Board within the last 36 months.
- 2. The maximum number of lots for the originally approved standard plans plus lots in subsequently approved projects for these standard plans shall not exceed 500 lots.
- 3. The lot size for the approved standard plans shall be comparable to the lot size of the proposed subdivision. Product designed for smaller lots has a limited amount of detail and massing. Product designed for larger lots requires additional detailing. Staff may require additional design features for approved standard plans to be acceptable for a lot size that is slightly larger than the original lot size.
- 4. The original approval must have a minimum of four standard plans approved by the Design Review Board.
- 5. No standard plans may be transferred to subdivisions within the Gateway Character area and the Heritage District Character area. Standard plans approved within the Gateway Character area and the Heritage District Character area may be transferred within their own Character areas.
- 6. Approved standard plans from separate projects may be combined to form a proposed set of standard plans to transfer. A minimum of four standard plans is required for the proposed subdivision. Building elevations for this new set of standard plans will be compatible and provide a unified design theme.
- 7. Design Review Board stipulations for the approved standard plans shall be maintained.
- 8. Additional stipulations may be required to comply with General Plan design policies related to the Character Area for the proposed transfer.
- 9. Additional stipulations may be required for design features required by an Ordinance. The approved standard plans shall meet zoning standards in the proposed subdivision.
- 10. No zoning ordinance amendment will be supported to accommodate the product transfer.

Submittal and Processing Requirements:

- 1. A completed application for architectural design review.
- 2. Payment of the fee for an administrative review.
- 3. A project narrative describing how the proposal meets the criteria stated above for consideration of transferring standard plans.
- 4. If additional design requirements are requested by staff to comply with Criteria #3 above, the new set of standard plans will be placed on the consent agenda for approval by the Design Review Board. If a new standard plan is submitted for review to add to the new set of standard plans, the applicant shall submit this for administrative review and pay a separate administrative fee prior to scheduling for the DRB consent agenda.
- 5. Provide a lot fit analysis that includes zoning setbacks and lot coverage. Provide information on the number of lots the approved set of standard plans were originally approved for, total number of lots approved in subsequent standard plan transfers (if applicable), and the total number of lots requested with this proposal.

Process:

- 1. Administrative review will be a minimum of three weeks.
- 2. If staff determines the above criteria are not met, a full submittal to the Design Review Board is required. This will necessitate the payment of an additional fee for DRB review.
- 3. At least one meeting will be held with Town staff to discuss the proposal.
- 4. Staff review results will be faxed and mailed to the applicant.

A RESOLUTION OF THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA ADOPTING STANDARD RESIDENTIAL HOUSE PLAN CONDITIONS:

WHEREAS, the Gilbert Design Review Board is responsible in the evaluation of all aspects of a proposed development pertaining to: site planning, the relationship of the project to the surrounding community, building design, landscaping and signage within the Town of Gilbert.

WHEREAS, the Design Review Board has determined that uniform conditions for residential tract house plans would provide more equity in the review of residential plans and provide applicants a greater level of information early in the design review process.

BE IT RESOLVED BY THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, that standard conditions for residential standard house plans are established as set forth in exhibit 1 attached hereto and incorporated herein by this reference.

	ED by the Design Review Board of the Town of his day of, 2000.
	(Signed copy on file)
	Darrell Truitt, Design Review Board Chairman
	Darren Tunt, Design Review Board Chairman
ATTEST:	
Jerry H. Swanson, Planning Director	
APPROVED AS TO FORM:	
Martinez & Curtis, P.C.	
Town Attorneys By Kelly Schwab	

EXHIBIT 1: Standard residential house plan conditions adopted by resolution of the Design Review Board on December 14, 2000.

- 1. A minimum of three architecturally different covered patio designs shall be provided for each standard plan on lots that back to common open space or public streets. The designs will incorporate differing rooflines such as a parapet design, a gabled design or other appropriate design given the main structure roof lines. All patio columns shall be of substantial dimensions (i.e. 12" stucco column) and constructed of materials compatible with the exterior elevations.
- 2. A minimum of three (3) different garage doors shall be offered as a standard feature for each standard plan. Different designs may include short vs. long panels and decorative, divided-light panels.
- 3. No house product of the same floor plan and elevation shall be built adjacent or across from one another. Across is defined as any lots having common frontage.
- 4. The same color scheme is not permitted on adjacent residences.
- 5. Provide reverse elevations, where possible, on adjacent lots to keep the garage doors from always being on the same side of the lots.
- 6. Detailing (i.e. veneer stone, brick, shutters, window mullions, decorative corbels, etc) as shown on the approved elevations shall be standard and clearly labeled on the construction documents. Substantial deviations from the approved elevations shall be reviewed by the Design Review Board.
- 7. No similar rear elevations shall be allowed adjacent to one another along open spaces or public right-of-ways. Window detailing shall be applied to the side or rear elevations that side or back onto an open space or public street. The detailing shall be clearly noted on the construction documents.
- 8. Wainscoting popouts and other horizontal banding details applied to the front elevation shall be wrapped around the corner of the house to the return wall or to a prominent end-column feature.
- 9. All exposed metal roof vents and utility equipment shall be painted to match the adjacent roof or building color. This shall be clearly noted on the construction documents.
- 10. All ground-mounted mechanical equipment within a side or rear yard of a lot enclosed by a view wall shall be fully screened by a finished wall.
- 11. These conditions and any additional conditions approved by the Design Review Board shall be placed on the cover sheet of the first house plan construction submittal and all subsequent submittals for each individual standard plan.
 - * Visit the Town of Gilbert Clerk's Office for the official copy of this resolution.